

BI PROCEDURES MANUAL

Instruction No. 2
March 14, 1961

SUBJECT: BI AND RFB ORGANIZATION AND FUNCTIONS

I. PURPOSE: This instruction is designed to familiarize BI employees with the functions and organization of the Biographic Information Division (RFB/BI) and the Office of Functional and Biographic Intelligence (RFB) through organization charts and official descriptions of functions.

II. FUNCTIONS: Section 534 of the Manual of Organization of the Department of State, which reflects the official Department of State conception of the functions and responsibilities of RFB, including BI, are quoted below:

534 Office of Functional and Biographic Intelligence

a. Plans, develops, and directs an intelligence research and analysis program for the Department along functional lines, and coordinates the Bureau's program with that of other Federal agencies so that the Department will be furnished with foreign intelligence necessary for the formulation and execution of foreign policy.

b. Provides intelligence research and analysis in functional fields of study, and prepares, or participates in the preparation of, studies and spot intelligence for authorized recipients in the Department and other federal agencies; and coordinates the Bureau's programs with research under way in universities and foundations to prevent duplication of effort.

c. Maintains continuous scrutiny of the world situation and acts as a focal point for receipt of functional substantive problems, requiring consideration within the Bureau.

d. Directs preparation of the Bureau's contributions to functional National Intelligence Estimates and represents the Department on interdepartmental working groups for functional national estimates.

e. Develops a program for the collection and evaluation of biographic information on foreign political, economic, social, and cultural personalities, involving the preparation and appropriate dissemination of analytical biographic studies as well as maintenance of the Department's central collection of biographic information on foreign persons.

534.1 Office of the Director

534.2 Functional Intelligence Division

Plans and conducts research on programs of a functional or technical character and world-wide or inter-regional scope not specifically delegated to the regional offices, and coordinates the Bureau's support to the Bureau of International Organization Affairs and to the Bureau of Economic Affairs except with respect to the Sino-Soviet Bloc. These activities are performed in cooperation with the regional research and analysis offices and with other government agencies, when appropriate.

534.3 External Research Division

Conducts liaison with universities, foundations, and institutes to stimulate and procure basic intelligence and to keep other government agencies informed of private foreign area and psychological research; serves as an interdepartmental clearing house and coordinating center for contractual research in the social sciences by foreign areas; serves as the central point of contact for support by the Bureau for the psychological warfare activities of other government agencies; plans, develops, and coordinates intelligence research on psychological aspects of foreign situations; coordinates the Bureau's support of the Bureau of Public Affairs.

534.4 Biographic Information Division

a. Compiles, evaluates, and maintains the Department's central file¹ of biographic information on foreign persons and groups of current and potential significance in political, economic, cultural, and sociological fields.

b. Directs Foreign Service establishments in collecting, maintaining and reporting biographic information.

c. Prepares and appropriately disseminates analytical biographic studies.

d. Maintains continuous liaison with biographic units in other government departments and agencies.

534.5 The Geographer

a. Provides advice to officials of the Department and other Federal agencies on policy and other problems of geographic, geodetic, or cartographic nature, particularly with regard to questions of international boundaries and sovereignty claims.

b. Represents the Department on interdepartmental bodies charged with responsibilities of a geographic, geodetic, or cartographic nature.

c. Has advisory responsibility in connection with issuance of Department Notices initiated by regional bureaus announcing changes in the geographic descriptions of consular districts and geographic nomenclature associated with all Foreign Service posts, and review responsibility for changes of a technical nature in the delimitation or definitions of consular districts.

III. ORGANIZATION: Details concerning the organizational structure of BI, RFB, and INR are given in organizational charts below:

1. Despite this statement that BI maintains the Department's central biographic file, BI employees should not overlook the fact that in some instances VO, SI, and other Departmental offices may have on file information not available in BI files.